

FACILITY NAME: \_\_\_\_\_  
\_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

DATE DUE (10 WORKING DAYS AFTER RECEIPT): \_\_\_\_\_

## PERMIT BY RULE CHECKLIST

Waste Transfer Station  
(9 VAC 20-80-10 *et seq*)

A. Notifies the Director and provides proper documentation [9 VAC 20-80-500.B.]

1. Notice of Intent [9 VAC 20-80-500.B.1.]\*

Provided Y/N \_\_\_\_\_

Complete Y/N \_\_\_\_\_

Location: \_\_\_\_\_

Comments/Deficiencies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Note: Area and site location maps, as well as any design plans for the facility must be submitted for review and approval by the Department.

(\* A submission required by 9 VAC 20-80-480.E.1.a.)

2. Disclosure Statement [Appendix 7.1, 9 VAV 20-80-500.B.2.]\*

Provided Y/N \_\_\_\_\_

Complete Y/N \_\_\_\_\_

Location: \_\_\_\_\_

Comments/Deficiencies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(\* A submission required by 9 VAC 20-80-480.E.1.a.)

3. Local Government Certification [Appendix 7.2, 9 VAC 20-80-500.B.3]\*

Provided Y/N \_\_\_\_\_

Complete Y/N \_\_\_\_\_

Location: \_\_\_\_\_

Comments/Deficiencies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(\* A submission required by 9 VAC 20-80-480.E.1.a.)

B. Certification for Siting Standards [9 VAC 20-80-340.B.]

Provided Y/N \_\_\_\_\_

Complete Y/N \_\_\_\_\_

Location: \_\_\_\_\_

Comments/Deficiencies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(\* A submission required by 9 VAC 20-80-480.E.2.b.)

C. A certificate signed by a registered professional engineer that the facility meets the design and construction standards [9 VAC 20-80-340.C]

Provided Y/N \_\_\_\_\_

Complete Y/N \_\_\_\_\_

Location: \_\_\_\_\_  
Comments/Deficiencies: \_\_\_\_\_

(\* A submission required by 9 VAC 20-80-480.E.1.c.)

D. Operational Plan [9 VAC 20-80-340.D]

Provided Y/N \_\_\_\_\_

Complete Y/N \_\_\_\_\_

Location: \_\_\_\_\_

Comments/Deficiencies: \_\_\_\_\_

(\* A submission required by 9 VAC 20-80-480.E.1.d)

E. Closure Plan [9 VAC 20-80-340.E.]

Provided Y/N \_\_\_\_\_

Complete Y/N \_\_\_\_\_

Location: \_\_\_\_\_

Comments/Deficiencies: \_\_\_\_\_

(\* A submission required by 9 VAC 20-80-480.E.1.e.)

F. Results of Public Participation Effort for a NEW transfer station proposed by local government or public authority [9 VAC 20-80-480.E.5. and Code of Virginia Section 10.1-1408.1]

**Any applicant which is a local government or public authority that proposes to operate a new transfer station on land where a municipal sanitary landfill is already located shall be exempt from the public comment requirements for public hearing and public notice otherwise required under this section. If exempt from the Act, go to section G. and follow the procedures established in the regulations.**

The following items must be met at a minimum in order for the application to fulfill the public participation requirement.

a. Publication of a public notice once a week for two consecutive weeks in a paper of general circulation where the transfer station is proposed to be located. The notice shall:

- (1) Include a statement of the applicant's intent to apply for a permit-by-rule to operate the proposed transfer station, a brief description and the location of the site.
- (2) Include an announcement of a 30-day comment period in accordance with subparagraph d and the name and address of the owner's or operator's representative where comments shall be sent.
- (3) Include an announcement of the date, time, and location of the public meeting to be held in accordance with subparagraph c below.

- (4) Include the location where copies of the documentation to be submitted to the Department in support of the permit-by-rule notification and any supporting documents can be reviewed and copied.
  - (5) The notice shall be published at least fourteen days prior to the public meeting date.
- b. The owner or operator shall place a copy of the documentation and supporting documents in a location accessible to the public in the vicinity of the proposed facility.
- c. The owner or operator shall hold a public meeting not earlier than 14 days after the publication of the notice required under subparagraph a above and no later than seven (7) days before the close of the 30-day public comment period. The meeting shall be held, to the extent practicable, in the vicinity of the proposed facility.
- d. The public shall be provided 30 days to comment on the technical and regulatory aspects of the proposal. The comment period shall begin on the date the owner or operator publishes the notice in the local newspaper.
- e. Formation of a citizens advisory group, if the applicant is a local government or a public authority.
- f. For local governments that have zoning ordinances, such public comment steps as required under the Code of Virginia, 1950 (as amended), Sections 15.1-431 and 15.1-493 shall satisfy the public comment requirements for public hearing and notices as required by Section 10.1-1408.1.

Provided Y/N \_\_\_\_\_

Complete Y/N \_\_\_\_\_

Location: \_\_\_\_\_

Comments/Deficiencies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- G. Results of public participation effort for transfer stations proposed by private entities, or local governments exempt as provided in section F. above. (9 VAC 20-80-480.E.5.)

Provided Y/N \_\_\_\_\_

Complete Y/N \_\_\_\_\_

Location: \_\_\_\_\_

Comments/Deficiencies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_